



January 2003
Position Announcement #03-1

CAREER OPPORTUNITY AS A U.S. PROBATION OFFICER

UNITED STATES DISTRICT COURT Northern District of Illinois Office of the Chief Probation Officer

The U. S. Probation Office for the Northern District of Illinois is currently accepting applications for the position of U. S. Probation Officer. Positions will be filled as permitted by current and future budgetary constraints.

DUTY STATION: Chicago, Illinois

OCCUPATIONAL INFORMATION:

The probation officer, as an investigative, sentencing and supervision specialist, is responsible for providing meaningful assistance to the U.S. District Court in its deliberations and decisions concerning criminal offenders, and for insuring public safety through the monitoring and supervision of offenders placed under supervision by the court, the U.S. Parole Commission, or military authorities.

STARTING SALARY: The current range for starting salaries is CL 25, 27 or 28 level depending on education and experience.

Classification level 25 \$34,379- \$55,007

Classification level 27 \$39,909 - \$64,928

Classification level 28 \$47,840 - \$77,807

EARNING POTENTIAL: Officers are eligible for annual within-level increases with satisfactory performance. When vacancies occur promotional opportunities to supervisory and specialist positions are available within the office to qualified employees, on a competitive basis.

TRAINING: All newly hired officers are subject to a one year probation period. During that period each officer will receive on-the-job training for a period of approximately 4 months. Each officer will also attend a formal training session of 5 days in Washington, D. C.

QUALIFICATIONS REQUIRED:

Education: The minimum requirement for consideration as a U.S. Probation Officer is completion of a bachelor's degree from an accredited college or university in a field of academic study, (such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the work of the position); and an overall grade point average of 2.9 or better on a 4.0 scale (3.6 on a 5.0 scale).

Completion of a master's degree in a field of study closely related to the position (such as criminal justice, social work), qualifies for the CL 27 level.

Experience: Applicants who can supplement the degree requirements with post academic, progressively responsible, specialized experience may qualify for appointment at the higher end of the salary range. Experience in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment may be creditable. Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable.

Other qualifications required:

- (1) Unquestioned integrity and exemplary character.
- (2) Sound health.
- (3) Less than 37 years old at time of appointment.
- (4) Experience using personal computers, including the ability to type reports and other work assignments.
- (5) Fluency in Spanish is helpful but not required.

A Probation Office Screening Committee, composed of administrative and line staff specialists, assists the Court in screening and evaluating applicants.

All hiring is subject to the successful completion of a background investigation. Prior to appointment, applicants considered for this position will undergo a full background investigation and drug screening. In addition, the incumbent will be subject to updated background investigations every five years and random drug screening throughout their career.

BENEFITS: Employees of the United States Probation Office are not subject to the regulations of the Civil Service Commission. They are, however, federal employees of the Judicial Branch and are entitled to most of the same benefits as other federal government employees.

Some of the benefits are:

- Up to 13 days paid vacation per year for the first 3 years of employment, thereafter, 20 to 26 days per year, dependent upon the length of federal service.
- Mandatory participation in the federal retirement system and social security program. **Note:** This position is covered under the federal hazardous duty retirement provisions with mandatory retirement at age 57.
- Optional participation in the federal health insurance program of your choice.
- Optional participation in the flexible spending program for health and childcare.
- Optional participation in the commuter reimbursement program.
- Optional participation in a group life insurance program.
- A minimum of 10 paid holidays per year.
- Excellent opportunities for salary increases based upon performance.

When computing leave accrual and retirement benefits, time in service with other federal agencies, as well as time for prior military service is taken into consideration.

TO APPLY: Application must be made on government application form OF612 or AO78 Application for Judicial Branch Federal Employment. If you use OF612 you must complete the addendum form, OF 306, available from our office. **Include all transcripts with grade point average** . You may request an application in person, by mail or by telephone from the Personnel Officer at the address/telephone number below.

**U. S. Probation
55 East Monroe Street
Suite 1500
Chicago, Illinois 60603
312-435-5728 or
312-408-5186 (Job Info. Line)**

Return completed application to the same address, Attention: Personnel Officer. Applicants called for interview will be given a written assessment exercise.

THE UNITED STATES COURTS IS AN EQUAL OPPORTUNITY EMPLOYER